


VACANCY NOTICE

CS-376
REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>MEDICAL RECORDS TECHNICIAN</u>	CLASSIFICATION CODE: <u>02815100</u>
	SALARY RANGE: <u>\$36324.00 - \$40634.00</u>	REFERENCE POSITION NO.: <u>01072-10000-3458</u>
	Department or Agency Name <u>BHDDH</u>	APPLICATION PERIOD: <u>9/24/10 - 9/30/10</u>
	Division/Section/Unit <u>HOSPITAL & COMM REHAB SVS</u>	GRACE PERIOD ENDS <u>10/3/10</u>
	Assignment(s) / Comments <u>MONDAY-FRIDAY 8:30 AM TO 4:00 PM</u>	
	Shift and Days: <u>1ST - DAYS OFF SAT/SUN</u>	Job Location: <u>Eleanor Slater Hospital - Cranston</u>
	Restrictions/Limitations: _____	
	Position Covered By Collective Bargaining Union Agreement Yes <u>x</u> No _____	
	Name of Bargaining Unit Union: <u>COUNCIL 94/LOCAL 1350</u>	
	There is* _____ is not <u>x</u> a Civil Service List for this position See A/B or Both for Specific Instructions	
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	<div style="border: 1px solid black; padding: 5px; text-align: center;"> E-VERIFY PROGRAM EMPLOYER </div>	
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
Statement of Duties	DUTIES / RESPONSIBILITIES: <p>This is a supervisory position in the medical record keeping/coding series. Plans, assigns, supervises and reviews the work of clerical, technical and stenographic staff in a medical records program. Work involves the independent preparation, compilation, maintenance and coding of medical records for patients or clients of a state agency; and to do related work as required.</p>	
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS: <p>Graduation from a senior high school and supplemented by course work recognized by the American Health Information Management Association for medical records personnel and/or recognized supplemental course work in medical office management with concentration on medical records management and coding; and Experience: Prior work school include activities such as: Employment in preparing, compiling, coding and maintaining medical records. Or, any combination of Ed./Exp. that shall be equivalent to the above Ed./Exp.</p>	
Where to Apply	<p>Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail.</p> <p>SEND RESUME or CS-14 Application to:</p> <p>Gail Krikorian OHHS Human Resources Service Center Benjamin Rush Bldg., #55 600 New London Avenue Cranston, RI 02920</p> <p>Telephone: 462-1769 TTY/TDD #: 462-3363 (Telecommunication Device for the Deaf)</p> 	

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER